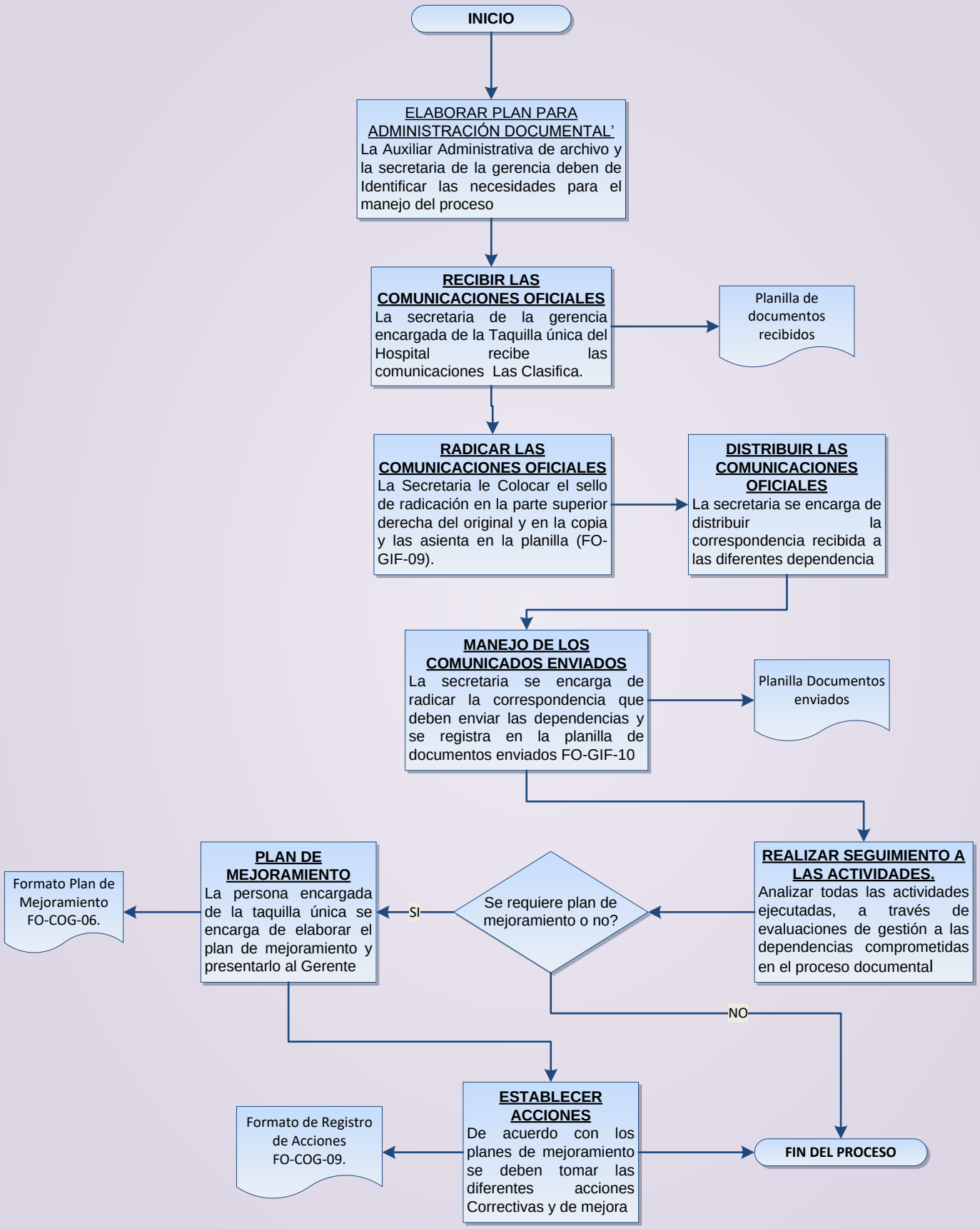DIAGRAMA DE FLUJO PROCEDIMIENTO DE RECEPCIÓN DE DOCUMENTOS